

Office Photoshoot Gear Request Form

TEZSID®

Please fill out this form to request photoshoot gear for off-site use.

Personal Information

- **Name:**
- **Job Title:**
- **Department:**
- **Contact Number:**
- **Email Address:**

Equipment Details

- **Date of Request:**
- **Requested Pickup Date:**
- **Return Date:**

Shoot Purpose

- **Client:**
- **Location:**
- **Photoshoot/ Video:**
- **Support Team names:**

Gear Requested

(Please check all that apply and provide quantities where applicable)

- Camera Body (Specify model: _____)
- Lens (Specify type and quantity: _____)
- Tripod
- Lighting Kit (Specify: _____)
- Backdrops (Specify: _____)
- Reflectors
- Memory Cards (Specify type and quantity: _____)
- Batteries (Specify type and quantity: _____)
- Camera Bag
- Other (Please specify: _____)

Terms and Conditions

1. I understand that I am responsible for the care and security of the equipment during the period it is in my possession.
2. I agree to return the equipment in the same condition as it was issued.
3. I will report any damage or issues with the equipment immediately upon return.
4. I agree to use the equipment solely for the intended purpose as stated in this request form.
5. I understand that any loss or damage to the equipment may result in me being held financially responsible.

Signature

Official Signature